



Our mission at ICON is to consistently anticipate and exceed our customers' expectations by providing outstanding facilities and superior service at each and every one of our clubs.

We strive for constant improvement and will conduct ourselves according to the highest standards of integrity and professionalism.

JOB TITLE: **LIFESTYLE DIRECTOR**

Reports to: Food & Beverage Director/General Manager

Position Summary

Includes the development and implementation of programs, projects, and activities designed to meet the needs of the members.

Essential Job Functions:

- Delivers and promotes prompt, courteous and friendly service to all members, guests and employees.
- A source of positive energy and enthusiasm.
- Motivates, directs, and manages staff members on a daily basis.
- Plans and implements strategies to meet club needs.
- Conducts tours for prospective members and orientations for new members.
- Promotes club activities through various types of media such as websites, newsletters, and emails.
- Serves on applicable club committees to assure that member's interests are consistently addressed.
- Tracks the success (performance) of all membership activities.
- Coordinates the development of social activities/calendar for the club.
- Plan and manage all community-wide events.
- Manage clubhouse and community activities.
- Plan, manage and coordinate special events.
- Use member input and benchmarking of other communities in developing the event and activities calendar.
- Maintain the calendar of community events and activities - including F&B and other amenities.
- Manage the design, organization and content of the website.
- Develop the community newsletter and other communications.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and safely. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please speak to your supervisor if you feel that you require an accommodation.

Education/Certificates/Licenses/Training

High School Diploma required, Bachelor's Degree preferred.

Experience/Background/Knowledge

Familiarity with all aspects of the leisure service business, administration and procedures. 1-2 years of experience working with master planned communities in event planning. Strong Communication skills. Website application knowledge. Newsletter development experience.

Skills

Ability to communicate effectively with managers, guests and employees in one-on-one and small group situations in a fast paced environment.

Physical Requirements

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to sit; stoop, kneel, and crouch; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. At times, may be required to operate a motor vehicle.

Please send resumes to jdupree@theiconteam.com